

**CITY OF ASHEVILLE, NORTH CAROLINA
CLASS SPECIFICATION**

**AUTO MECHANIC
PUBLIC WORKS DEPARTMENT**

GENERAL STATEMENT OF DUTIES

Performs skilled mechanical work in the repair and maintenance of a fleet of motor vehicles and heavy equipment for the City. Employee reports to the Fleet Shop Supervisor.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this class is responsible for inspecting vehicles and performing preventive maintenance, diagnosing malfunctions, removing and replacing worn or broken parts, performing minor and major repairs, and maintaining records of work performed. Work is performed under general supervision of the Fleet Shop Supervisor and evaluated through observation and review of work completed.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

- Performs welding.

- Works on dump trucks.

- Performs preventive maintenance on vehicles weighing up to 30,000 pounds.

- Diagnoses mechanical problems and replaces or repairs parts.

- Overhauls and repairs carburetors and clutches, brakes, ignition and fuel systems, transmissions, differentials, front and rear axle assemblies.

- Tunes motors using standard testing equipment; replaces valves and installs rings and bearings.

- Repairs hydraulics.

- Repairs tanks, pumps, hydraulic equipment and generators on fire equipment; repairs and replaces gate valves and pressure release valves; fabricates and installs water tanks; installs new equipment.

- Conducts state vehicle inspections.

- Operates a wrecker truck.

- Greases and changes oil and other fluids.

- Resurfaces brake drums and relines brakes.

- Repairs and replaces flat tires.

- Diagnoses and repairs electrical systems such as starters, voltage regulators, switches, air conditioning units and fuel injection systems.

- Maintains records of service and repair work performed on vehicles, as required.

AUTO MECHANIC

Maintains shop area.

ADDITIONAL JOB FUNCTIONS

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Working knowledge of the standard practices, tools, materials and equipment used in the repair and maintenance of motor vehicles.

Working knowledge of the operating principles of diesel and gasoline engines and of the standard mechanical components of automotive and related equipment.

Working knowledge of the occupational hazards and safety precautions of automotive equipment repair work and large-scale shop operations.

Working knowledge of the principles of internal combustion engines.

Skill in the use and care of tools, equipment, and materials used in the maintenance and repair of automotive and related equipment.

Ability to exercise independent judgment and initiative in detecting malfunctions and in solving mechanical problems.

Ability to understand and follow oral and written instructions.

Ability to prepare and maintain simple records.

Ability to perform the manual labor associated with major mechanical repair work.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

MINIMUM EXPERIENCE AND TRAINING

Graduation from high school supplemented by vocational training in automotive mechanics, and 1 to 2 years of experience as a journeyman mechanic; and/or any equivalent combination of training and experience required to perform the essential position functions.

SPECIAL REQUIREMENTS

Possession of a valid Class A Commercial Driver's License issued by the State of North Carolina. Certification to perform Air Conditioning Freon Recycling and Service.

Revised June 1999

AUTO MECHANIC

COMPETENCIES

Technical Competency: Ability to use the tools and concepts of the specialty area in which the employee works. Includes using appropriate processes, procedures, resources, and work or professional standards.

Interpersonal Competency: Ability to work with people, develop and maintain work relationships, communicate, manage conflict, and perform as an effective team member.

Intellectual Competency: Ability to think, learn and process information. Ability to solve problems and gather necessary information. Includes having math and reading skills appropriate to job level.

Customer Service: Ability to identify customers, determine the valid needs of a situation, and provide service or service recovery in a manner that satisfies the customer.

Physical Skills: Ability to perform required jobs with adequate strength, dexterity, coordination and visual acuity (with reasonable accommodation[s] if needed) and in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace.

Salary Grade 10
Non-Exempt

Revised June 1999